

INFORMATION PAPER

AETV-JA-AL

2 March 2007

SUBJECT: Official Use of Non-Tactical Vehicles (NTVs)

1. **Purpose.** To provide guidance for the authorized use of government NTVs.
2. **Discussion.** Generally, use of a government NTV should be: (1) essential to the successful completion of an official DoD function, activity, action, or operation; and (2) consistent with the purpose for which the vehicle was acquired. Use of NTVs for personal business is prohibited.
 - a. Domicile-to-duty (DTD) use. Domicile-to-duty, or home-to-work, use is defined as any use of a government vehicle that starts or ends at a government employee's residence. DTD authorization requires approval from the Secretary of the Army, and is generally limited to very senior officials based upon security concerns.
 - b. After-hours and social uses. Transportation by government NTV to attend official after-hours functions will be treated as an exception to policy requiring approval by the Corps Commander or his delegated authorizing official. Transportation will begin and end at the traveler's place of duty.
 - c. Official ceremonies. Official ceremonies (e.g., changes of command, promotions, retirements, and unit activations/inactivations) are considered official business internal to the Army community. The use of Government-owned vehicles to attend such activities is not discouraged, but should be managed to provide maximum benefit with minimal vehicle use.
 - d. Other authorized activities. As determined by the commander, this includes support to activities such as installation-sponsored athletic teams, MWR groups, and chaplains' programs. Such NTV use cannot create an adverse effect on military missions or create a requirement for more NTVs.
 - e. Medical appointments. Transportation to/from appointments scheduled by the Army, such as records checks and medical appointments, are a condition of employment and, therefore, qualify for NTV use. For example, medical appointments relating to a Soldier's deployment readiness status will normally qualify.
 - f. Spouse and family-member travel. As a general rule, spouses or other family members may not accompany DA personnel, either military or civilian, on official business at government expense. Spouse travel in an NTV is an exception to this rule and should be considered on a case-by-case basis using the following guidance:
 - (1) Spouses may accompany the government employee in an NTV on official business on a space-available basis where there is no additional cost. The size or number of vehicles cannot be increased in order to make the space available.

(2) Spouses may travel unaccompanied in an NTV to/from an official function only when: (1) the government employee has DTD authorized; (2) the spouse's presence at the function is in the government's interests; and (3) the circumstances make it impractical for the spouse to accompany the official party.

g. Family Readiness Group use. When authorized by the commander, NTVs are available to support FRG events that are of a purely official nature and are supported by appropriated funds.

h. Emergency Leave. NTV use for emergency leave purposes is authorized.

i. TDY Use.

(1) When going TDY, NTVs may only be used for trips between home or place of duty and commercial or military terminals when: (1) required for emergencies or for security; (2) terminals are located where other means of transportation are not available or cannot meet mission requirements; or (3) when justified by cost analysis and approved by the Secretary of the Army.

(2) Commanders may authorize NTV use at the TDY site for transportation between the TDY lodging and the duty site. Transportation to entertainment or recreational facilities by NTV is prohibited. While on TDY, an NTV may be used to travel to restaurants, drugstores, places of worship, barbershops, laundries, and similar places for the traveler's health and comfort only if public transportation is unavailable or its use is impractical.

j. PCS Use. Under the USAREUR Sponsorship Program, commanders can authorize sponsors to use NTVs to carry arriving personnel if they determine use of the sponsorship bus will not satisfy mission requirements. USAREUR OJA has proposed a change to AER 25-1 that would authorize NTV use for PCS departures.

POC: V Corps OSJA
Administrative Law Branch, 370-5854/5852
Approved by LTC Robertson, Acting SJA

NTV Use Authorized	NTV Not Authorized	Remarks
Official business	Trips to commissary, PX, community club, bowling alley, NAF; side trips and personal errands; transporting family members for personal business	Whether use is "official" is a matter of administrative discretion of the responsible commander. Supporting office coffee funds, luncheons, etc. is not official business.
Public ceremony		AR 58-1 requires PAO & legal review
Field demonstrations		
Parades		
Change of command		Managed by commander
Promotions		
Retirements		
Unit deactivations		
Family Readiness Group use		Managed by commander
After-hours official functions	Private social functions	Start and end at place of duty, not home
Spouse to official ceremony accompanying gov't employee traveling in space-A status	Spouse unaccompanied to official events - unless sponsor has DTD status and circumstances warrant	Cannot increase size, # of NTVs in order to accommodate spouse travel
Records checks		Considered official for active duty personnel as a condition of employment
Physical		
Dental		
Hospital outpatient		
Installation-sponsored sports		When Cdr decides these are necessary for morale; must weigh mission needs; must not create new NTV requirement
MWR groups		
Chaplain programs		
Emergency leave		
TDY travel - in & around	TDY travel - en route	NTV use at TDY location is based on need. NTV travel to the airport is only allowed for emergency or security reasons, or when other transportation is unavailable /unable to meet mission requirements
PCS travel		Under the USAREUR Sponsorship Program, commanders can authorize NTV use for arriving or departing Soldiers and families